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Lieutenant Governor



**Lynn Pulou-Alaimalo**  
DHR Director

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**AMERICAN SAMOA GOVERNMENT  
DEPARTMENT OF HUMAN RESOURCES  
PAGO PAGO, AMERICAN SAMOA 96799**

**JOB ANNOUNCEMENT**

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|---|---|---|
| <b>Job Title:</b><br><b>Case Manager</b>                        | <b>Posting Date:</b><br><b>January 11, 2022</b>                           | <b>Serial No.:</b><br><b>013-22</b>   |
| <b>Department/Division:</b><br><b>Public Health/ QA/QI- CHC</b> | <b>Closing Date:</b><br><b>February 1, 2022</b>                           | <b>Announcement No.:</b><br><b>003-22</b>                                     |
| <b>Type of Position:</b><br><b>Permanent Appointment</b>        | <b>Posting Type:</b><br><b>Employment Opportunity/<br/>Open to Public</b> | <b>Pay Grade and Salary Range:</b><br><b>GS 12/ \$17,673 - \$43, 023 p.a.</b> |

**General Description:**

This position reports to and supervised by the QA/QI Manager. Work hours will be from 7:30 a.m. to 4:00 p.m. Monday to Friday. Due to the nature of the work at American Samoa Health Centers (ASCHC) and the needed response to disasters and epidemics, applicant may be called upon to fulfill other duties to response work.

**Key Duties and Responsibilities:**

- Accomplishes clients' care by assessing treatment needs; developing, monitoring, and evaluating treatment plans and progress; facilitating interdisciplinary approaches
- Admits new clients by reviewing records and applications; conducting orientations
- Determines clients' requirements by completing intake interviews; determining need for therapeutic medical, psycho-social, and psychiatric evaluations; reviewing therapist evaluations, treatment objectives, and plans
- Establishes treatment programs by setting schedules and routines; coordinating services being provided; arranging resources, including transportation and escort
- Monitors cases by verifying clients' attendance; observing and evaluating treatments and responses; advocating for needed services and entitlements; obtaining additional resources; intervening in crises; providing personal support
- Maintains clients' records by reviewing case notes; logging events and progress
- Communicates clients' progress by conducting weekly interdisciplinary meetings and evaluations; disseminating results and obstacles to therapeutic team and family; identifying treatment influences
- Prepare clients' discharge by reviewing and amplifying discharge plans; coordinating discharge and post-discharge requirements; orienting and training family members; providing resources
- Improves staff competence by providing educational resources; balancing work requirements with learning opportunities; evaluating the application of learning changes in treatment results

***This is an Equal Employment Opportunity Employer***

- Improves treatment results by studying, evaluating, and re-designing processes; implementing changes; reviewing policies and procedures
- Meets budget by monitoring expenses; implementing cost-saving actions
- Prepares reports by collecting, analyzing, and summarizing treatment and results data and trends; compiling statistics; completing grant and subsidy applications
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments

**Knowledge, Skills and Ability:**

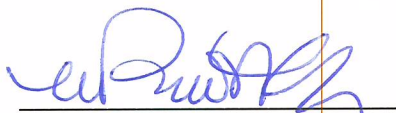
- Must have documentation skill and know how to analyze information
- Must have decision making skills and research skills
- Must have verbal and written communication skills
- Must have people skills and people management skills
- Must know how to connect with children
- Must have integrity
- Must have professional or personal experience supporting individuals with disabilities, mental illnesses, or challenging behaviors
- Must have a valid in-state driver's license, provide current registration and insurance, and have a driving record with no more than 2 points within the last 3 years
- Must be over 21 years old

**Academic and Experience Requirements:**

- Applicant must have a Master Degree from an accredited school plus 1 years of experience
- OR a Bachelor Degree from an accredited school plus 3 years, 1 year of supervisory
- Years of progressively responsible working experience may be substituted for portion of the academic requirement
- Salary will be adjusted according to experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, **or please contact the Recruitment unit at 633-4485/633-4000.**

Fa'afetai tele,



Lynn Pulou-Alaimalo  
Director, Department of Human Resources